

**I. SBE Prime Contract Program**

- SBE prime respondents certified with the South Central Texas Regional Certification Agency (SCTRCA) and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) proposing at least **51% SBE utilization** (prime and/or subconsultant) are eligible to receive ten **(10) SBEDA evaluation preference points**.
- **No evaluation criteria percentage points will be awarded by subcontracting to certified SBE firms.**
- **Respondent has to be certified as a Small Business Enterprise (SBE) with the SCTRCA**

**II. M/WBE Prime Contract Program**

- Minority and/or Women-owned prime respondents certified with the SCTRCA and headquartered or having Significant Business Presence in the SAMSA proposing at least **51% M/WBE utilization** (prime and/or subconsultant) are eligible to receive ten **(10) SBEDA evaluation preference points**.
- **No evaluation criteria percentage points will be awarded by subcontracting to certified M/WBE firms**
- **Respondent has to be certified as a Small Business Enterprise (SBE) and Minority and/or Women-Owned Business Enterprise with the SCTRCA**

**III. Eligibility Criteria**

- Eligibility Certification:
  - SBE
  - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
  - Certified through the SCTRCA
  - Perform commercially useful function
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least 1 year
- To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE; thus, participation of a qualifying M/WBE subcontractor will also count toward meeting an SBE subcontracting goal.
- SBEDA staff can assist with priority certification while solicitation is open but this does not guarantee certification by solicitation close date

**IV. Waivers & Exceptions**

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
  - Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with goal
  - Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver*  
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
  - Form available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Exception request must fully document why:
    - ◆ Value of contract is below \$50,000;
    - ◆ No commercially-useful subcontracting opportunities exist; or
    - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Shuchi Nagpal at 210-207-0071 or [Shuchi.Nagpal@sanantonio.gov](mailto:Shuchi.Nagpal@sanantonio.gov)

**Project Name: On-Call Civil Engineering Services**

**Pre-Submittal Date: January 28, 2014**

**Affirmative Procurement Initiatives: SBE Prime Contract Program: 10 pts; M/WBE Prime Contract 10 pts**

**V. Central Vendor Registry (CVR)**

- All contractors/consultants wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call 210-207-0118 or contact Claudia Ovalles at 210-207-5896 or [claudia.ovalles@sanantonio.gov](mailto:claudia.ovalles@sanantonio.gov)

For questions regarding SBEDA requirements, contact Ruben Ali Flores at 210-207-3923 or [ruben.a.flores@sanantonio.gov](mailto:ruben.a.flores@sanantonio.gov)